

Reporting DVR Plan Hours

eJAS Codes

We work with DVR to incorporate a parent's DVR Plan into her or his IRP. When verifying and reporting hours of participation in a parent's IRP:

- Use the eJAS code that best describes the activity.
- Enter the start and end date of each IRP activity into eJAS, not to exceed 12 months.
- Require participation verification from whoever provides the activity.

Using the XD Code

Use the XD (in a DVR Plan) eJAS component code, which is a fully countable core activity, for the following activities:

- Time spent with the DVR counselor in assessment, diagnostic or evaluation activities, including developing the DVR plan and monitoring progress.
- Time spent in DVR-related rehabilitation activities (such as physical therapy). (XM could also be used, but the hours would not count towards participation.)
- As desired, to indicate the parent has a DVR plan. (When used only as a plan indicator, report out zero hours of DVR participation each month).

Verifying and Reporting Hours

The method used to report hours of participation will depend on who is providing the activity. Providers who do not have eJAS or CATS access will use the WorkFirst Participation Verification form.

- **WorkFirst Partners/Contractors:** Monitors participation and enters verified hours into eJAS or CATS after the end of each month.
- **DVR Counselors, DVR Contractors, Medical Professionals and Community Partners:** Monitors participation and sends the WorkFirst Participation Verification form to DSHS at the end of each month. The WFPS or WFSW enter the actual hours into eJAS. DVR Counselors will only verify and report hours when they are working with the parent for 20 hours or more per week. DVR Counselors or contractors may also excuse absences on the WorkFirst participation Verification form when a parent has a good reason for not attending scheduled activities.

DVR Plan/IRP Examples

Example One

The parent's DVR/IRP Plan requires them to be in 30 hours of vocational education from the community college and attend 1 hour of physical therapy each week. The DVR counselor does NOT meet with the parent on a regular weekly basis.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Vocational education	VE	30	SBCTC	eJAS input
Physical therapy	XD	1	Physical therapist	WorkFirst Participation Verification form

Example Two

The parent's DVR Plan and IRP require the parent to be in 12 hours of computer keyboarding training from a WorkFirst contractor, attend a 1 hour meeting with their DVR counselor and engage in 20 hours of job search each week.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
Skills enhancement training	JT	12	WF Contractor	eJAS input
Job Search	JS	20	ESD	CATS input
DVR appointment	XD	1	DVR Counselor	None as under 20 hours per week

Example Three

The parent's DVR Plan and IRP require the parent to be in 30 hours of high-wage, high demand training and 2 hours of mental health counseling each week. The DVR counselor does NOT meet with the parent on a regular weekly basis.

Activity	eJAS Code	Weekly Hours	Who Verifies	How Verified
High-wage, high-demand training	HW	30	SBCTC	eJAS input
Counseling	XG	2	Counselor	WorkFirst Participation Verification form
DVR Plan	XD	0	N/A	N/A